

***TOWN OF SOUTHEAST
ORGANIZATIONAL MEETING
JANUARY 4, 2007***

Present: Supervisor John J. Dunford
Councilman Paul P. Johnson
Councilman Richard B. Honeck
Councilwoman Lorraine Mitts

Also: Town Clerk Mazzei

And: Approximately 8 persons

Supervisor Dunford made a notation of exits.
Pledge of Allegiance.

Councilman Honeck made a motion to open the meeting and Councilwoman Mitts seconded. All in favor.

Rules of Order - Councilwoman Mitts made a motion to Adopt Roberts Rules of Order.
Supervisor Dunford seconded. All in favor.

Meeting Dates - A motion was made by Councilman Honeck to set Town Board meeting date for Thursdays. Councilman Bonanno seconded. All in favor.

Roll Call Voting Order - Councilman Johnson made a motion for Roll Call Voting Order of the Town Board to be accomplished by Seniority. Councilwoman Mitts Seconded. All in favor.

Depositories - Supervisor Dunford made a motion to Designate the Official Depositories for the Town of Southeast to be The Mahopac National Bank or any other bank that is qualified to business in New York State. Councilman Honeck seconded. All in favor.

Official Newspaper Councilwoman Mitts made a motion to designate the Official Newspaper as the Putnam County Press & Journal News or any other paper as necessary. Councilman Honeck seconded. All in favor.

Town Board Committees - Supervisor Dunford set the following Town Board Committees.

- a) Putnam County Liaison - Honeck
- b) Brewster Village Liaison - Honeck
- c) Watershed - Croton Plan - Johnson
- d) IDA Liaison - Honeck
- e) Special Districts - Bonanno & Johnson
- f) Recreation- Mitts
- g) Personnel - Mitts
- h) Parking Facilities - Bonanno
- i) Cable - Johnson & Mitts
- j) Code Enforcement - Bonanno

- k) Landfill Closure - Johnson
- l) Planning Board - Mitts
- m) Zoning Board of Appeals - Honeck
- n) Tonetta Lake Advisory - Johnson
- o) Open Space Committee - Honeck
- p) Recreation Advisory Board - Mitts

Deputy Town Clerks - Town Clerk Mazzei announced that her appointments for Deputy Town clerks are Angela Milano & Bernadette Kerbe.

Registrar of Vital Statistics. Councilman Johnson made a motion to appoint Ruth A. Mazzei as the Registrar of Vital Statistics. Councilwoman Mitts seconded. All in favor.

Handicap Issuing Agent Councilman Johnson made a motion to appoint Ruth A. Mazzei as the Handicap Issuing Agent. Councilwoman Mitts seconded. All in favor.

Records Management Officer - Councilman Johnson made a motion to appoint Ruth Mazzei Records Management Officer. Councilman Honeck seconded. All in favor.

Marriage Officer - Councilwoman Mitts made a motion to appoint Ruth A. Mazzei as the Town of Southeast Marriage Officer. Councilman Honeck seconded. All in favor.

Town Historian - Councilman Honeck made a motion to appoint Michelle Powers as Town Historian. Supervisor Dunford seconded and all in favor.

Fire Inspector and Safety Coordination Officer - Councilman Johnson made a motion to appoint Kenneth Clair as Fire Inspector and James Lawlor as Safety Coordination Officer. Councilwoman Mitts seconded and all in favor.

Town Attorney - Supervisor Dunford made a motion to designate Wills H. Stephens, Jr. as Town Attorney. Councilman Honeck seconded. All in favor.

Town Engineer - Supervisor Dunford made a motion to designate Nathan Jacobson Assoc. & various firms as needed. Councilwoman Mitts seconded. All in favor.

Annual Association of Towns - Supervisor Dunford made a motion to appoint Ruth Mazzei/Richard Honeck as delegates to Annual Association of Towns Meeting. Councilwoman Mitts seconded. All in favor.

Fixed Assets Officer - Supervisor Dunford made a motion to appoint Ron Hund as Fixed Assets Officer. Councilman Honeck seconded. All in favor.

Mileage Rate - Supervisor Dunford made a motion to set Mileage Rate as per IRS Standard for 2006. Councilwoman Mitts seconded. All in favor.

Standard Work Day - Councilman Honeck made a motion to adopt a standard work day from 9am - 4:30pm. Councilwoman Mitts seconded. All in favor.

Dog Control Officer - Supervisor Dunford made a motion to appoint Alan Jacknick as Dog Control Officer. Councilman Johnson seconded. All in favor.

Fee Schedule and Special Districts Rates for 2007 - Supervisor Dunford made a motion to accept the amended fee schedule and special districts rates for 2007. Councilwoman Mitts seconded. All in favor. (see attached)

Levy Taxes - Supervisor Dunford made a motion to authorize Putnam County to Levy Taxes.

Councilman Honeck seconded. All in favor.

Deputy Supervisor - Supervisor Dunford announced the Appointment of Paul Johnson as his Deputy Supervisor.

Sheriff's Contract - Councilman Johnson made a motion to sign the 2007 contract when the negotiations are complete. Councilwoman Mitts seconded and all in favor.

Parking Enforcement Officer - Councilman Honeck made a motion to appoint William Reig as Parking Enforcement Officer. Supervisor Dunford seconded. All in favor.

Board Seats - Supervisor Dunford made a motion to appoint the following seats and Councilman Johnson seconded. All in favor.

Historic Sites Commission Kathleen Abels 12/31/14

Library Charles Acker 08/05/12

Architectural Review Board Ceaser Soninno 12/31/09

Open Space Committee: Don Burrows 12/31/07

Kerry Cunningham 12/31/07

Ann Fanizzi 12/31/07

Cheri Ingraham 12/31/07

Angela Matra 12/31/07

Mildred Nugent 12/31/07

Tonetta Lake Advisory Board: Michael Langley 12/31/07

Ralph Woodgate 12/31/07

Robert Lund 12/31/07

Karl Lebitsch 12/31/07

Karen Ratajack 12/31/07

Margaret Papp 12/31/07

Robert Zubrycki 12/31/07

Donald Hazen 12/31/07 Robert Tiburcia 12/31/07

Recreation Advisory Board Joseph Cavanagh 12/31/07

Billie Froessel 12/31/07

Deborah Levin 12/31/07

Levon Bedrosian 12/31/07

Fred Delfay 12/31/07

Robert Cullen 12/31/07

Paul Fucito 12/31/07

Open Space committee Chairman - Supervisor Dunford made a motion to defer the appointment and Councilman Honeck seconded. All in favor.

Tonetta Lake Advisory Board Chairman - Councilman Johnson made a motion to appoint Karl Lebitsch as Chairman. Councilman Honeck seconded and all in favor.

Planning Board Chairman - Supervisor Dunford made a motion to defer the appointment of the Planning Board Chairman; Councilwoman Mitts seconded. All in favor.

Planning Board Vice Chairman - Supervisor Dunford made a motion to defer the appointment of the Planning Board Vice Chairman. Councilwoman Mitts seconded. All in favor.

Zoning Board Chairman Councilman Honeck made a motion to appoint Ed Colello as Chairman. Councilwoman Mitts seconded. All in favor.

Zoning Board Vice Chairman - Councilman Honeck made a motion to appoint Tom Costello as Vice Chairman. Councilman Johnson seconded. All in favor.

Architectural Review Board Chairman - Supervisor Dunford made a motion to appoint Tom Frasca as Chairman of the Architectural Review Board. Councilman Honeck seconded. All in favor.

Acting Building Inspector - Supervisor Dunford made a motion to appoint Joe Hernandez as Acting Building Inspector. Councilwoman Mitts seconded, and all in favor.

Town Assessor - Councilman Johnson made a motion to appoint the assessor for a six year

appointment through September 2013. Councilman Honeck seconded and all in favor.
 VOTE: carried by a vote of 5 in favor, 0 against; 0 abstained.

Water and Sewer Operation - Councilman Johnson made a motion to appoint Severn Trent through December 31, 2008. Councilman Honeck seconded and all in favor.

Town Vehicle Inventory Procedure - Councilman Johnson made a motion to adopt the Town Vehicle Inventory Procedure. Councilman Johnson seconded and all in favor. (see attached)

Respectfully Submitted,

Ruth Argo Mazzei
 Southeast Town Clerk

TOWN OF SOUTHEAST
 2007 FEE SCHEDULES
 DESCRIPTION OF FEE AMOUNT

TOWN CLERK'S OFFICE

Town Board Public Hearing Fee \$	250.00	
Continuation of Public Hearing Fee, per day \$		100.00
Quit Claim Deed \$	250.00	
Special Permit \$	1000.00	
Burning Permit n/c		
Certification \$	10.00 per page	
Marriage License \$	40.00	
Marriage Certification \$	10.00	
Birth Certification \$	10.00	
Death Certification \$	10.00	
Search Fees - per hour \$	15.00	
Dog License Local Fee \$	5.00	
Purebred Local Fee 0 - 1- dogs \$		15.00
11 - 25 dogs \$		20.00
Returned Check Fee \$	20.00	
Town of Southeast Code Book \$	350.00	
Maintenance Fee for Code Book (due January) \$		100.00
Election Map \$	25.00	
Zoning Ordinance and Map \$	60.00	
Zoning Map \$	10.00	
Subdivision Regulations \$	50.00	
Road & Drainage Regulations \$	25.00	
Wetlands Law \$	10.00	
Wetlands Map \$	15.00	
Master Plan (Comprehensive Plan) \$		100.00
Master Plan Map \$	10.00	
Croton Plan \$	75.00	
Copies - per page \$	0.25	
Solid Waste Application Fee \$		150.00
Solid Waste Permit Fee \$		150.00
Fee Per Vehicle \$	100.00	
Junkyard Fee \$	700.00	
Garbage Fine \$	50.00	

Christmas Tree Sales, Application Fee \$	50.00	
Christmas Tree Permit Fee \$	50.00	
Christmas Tree Sales Restoration Fee (refundable) \$		100.00
Concessioner - Resident - per day \$	20.00	
Non-resident - per day \$	50.00	
Alarms - Residential \$	15.00	
Alarms - Commercial \$	50.00	
False Alarms - First n/c		
False Alarms - Second \$	25.00	
False Alarms - Third \$	75.00	
False Alarms - Fourth \$	100.00	
False Alarms - Fifth \$	125.00	
False Alarms - each additional \$	150.00	
Failure to Register Alarms Fines - Residential \$		100.00
Failure to Register Alarms Fines - Commercial \$		200.00
280 (a) Permit \$	500.00	
281 Permit \$	1000.00	
Petition to Amend Zoning \$	1500.00	
Hook-Up Fees for Water/Sewer Per Code Book		
Delinquent Tax Fee \$	2.00	
Public Assembly Permit \$	250.00	
Dog Residue Violation - 1st. Offense \$		10.00
2nd. Offense \$		20.00

DESCRIPTION OF FEE AMOUNT

TOWN ASSESSOR

Digital Files (Assessment Roll/GIS Data) \$		500.00
Copy GIS Spatial Analysis \$	40.00	

PARKING DEPARTMENT

Brewster North Station Permits

Resident, Annual, One Car \$	234.00	
Semi-Annual, \$	124.00	
Resident, Annual, Two Cars \$	254.00	
Semi-Annual \$	134.00	
Non-Resident, Annual, One Car \$	357.00	
Semi-Annual \$	189.00	
Non-Resident, Annual, Two Cars \$	377.00	
Semi -Annual \$	199.00	

Southeast Gold Lot Permits

Resident, Annual, One Car \$	183.00	
Semi-Annual, \$	97.00	
Resident, Annual, Two Cars \$	200.00	
Semi-Annual \$	106.00	
Non-Resident, Annual, One Car \$	295.00	
Semi-Annual \$	153.00	
Non-Resident, Annual, Two Cars \$	313.00	
Semi -Annual \$	162.00	

PLANNING BOARD

Subdivision Approval		
Sketch Review \$	100.00	
Plus \$10 per Proposed Lot		
Preliminary Review		

Minor Subdivision (2-4 Lots) prior to Preliminary - cost per lot \$	250.00
Major Subdivision (5 or more) prior to Preliminary - cost per lot \$	500.00
Final Approval Application Fee - per approved lot on Final Plat \$	25.00
Recreation Fees - per lot \$	7,500.00
Engineering/Inspection Fee Schedule - 5% of estimated cost of all Subdivision Plat Improvements Minimum fee of \$	300.00
Site Plan Approval and/or Special or Conditional Use Permit	
Site Plan Approval Only - Sketch Review \$	125.00
Preliminary Review - per 1,000 square feet of total building \$	150.00
plus per acre \$	50.00
Site Plan and Special Permit Approval - Sketch Review \$	150.00
Preliminary Review - per 1,000 square feet of total building \$	150.00
plus per acre \$	50.00
Applications requiring Conditional Use Permit Approval (Accessory Apartment/Caretakers Cottage)	
Review Fee (includes \$40 for CO approval from Bldg. Dept.) \$	125.00
Conditional Use Permit Review Fee \$	200.00
Renewal Use Fee \$	75.00
Applications for Parking Lot Only (no building construction)	
Per Acre \$	50.00
Plus \$.10 per square foot to a Maximum of \$5,000	
Engineering/Inspection Fee Schedule	
4% of the Estimated Cost of Site Improvements, with a minimum fee of \$	750.00
Amendment to a Previously Approved Site Plan \$	500.00
Appearance Fee - Review by Planning Board at Work Session \$	200.00
Lot Line Change \$	300.00
Concept Review - Cluster/Section 281 - in addition to regular \$ subdivision fees	500.00
DESCRIPTION OF FEE AMOUNT	
Public Hearings - Per Public Hearing, paid in advance \$	250.00
Each continued hearing day \$	100.00
Grading or Earth Removal \$	500.00
Plus \$250 for each acre or fraction thereof	
Zoning Change Petition - for first five acres or less \$	500.00
and \$50.00 for each additional acre	
Re-Submission of an Application for Additional Review \$	250.00
Application for a 280A (Private Road) \$	500.00
Plus all Normal Subdivision Fees & Cost of Additional Studies	
Engineering Reviews Prior to Final Approval - All charges will be paid by the Applicant. Applicant must be current with payments.	
Site Inspections - The first Site Inspection shall be done at no additional cost. For each Subsequent Inspection the fee is - \$	500.00
Escrow Accounts	
Minor Subdivision - plus \$250 per lot \$	3,000.00
Major Subdivision - plus \$250 per lot \$	5,000.00
Site Plan under 4,000 Square Feet \$	2,000.00
Site Plan between 4,000 - 50,000 Square Feet \$	5,000.00
Site Plan over 50,000 Square Feet \$	10,000.00
Additional monies will be required if the escrow account drops below half of the required amount due to ongoing consultant and engineering reviews required by the Planning Board.	
Communication Tower Fees	
Original Tower Application - Minimum \$	1000.00
plus \$250 for each 10 feet in excess of 100 feet in height	
Personal Wireless Service Facility \$	500.00

Additional Application for Co-location on an Existing Tower \$	500.00
Escrow Account \$	3,000.00

Normal Site Plan Review Fees are in Addition to Above Charges

HIGHWAY DEPARTMENT

Driveway Bond \$	2,000.00
Driveway Permit (with inspection) \$	100.00
Additional Inspection \$	300.00

ZONING BOARD OF APPEALS

Area Variance \$	175.00
Use Variance \$	400.00
Interpretation \$	200.00
Administrative Appeal \$	250.00

BUILDING DEPARTMENT

Building Permits

\$30.00 for the first \$1,000 of cost; \$7.00 for each additional \$1,000 of cost up to \$15,000; \$6.00 for each additional \$1,000 of cost up to \$50,000; and \$5.00 for each additional \$1,000 of cost over \$50,000

Certificate of Occupancy & Compliance \$	50.00
Existing Buildings - In addition to Regular Fees \$	50.00
Renewals - One time Renewal \$	35.00
Additional Renewals Original Fee	

Plumbing Permits

New Construction (residential, commercial, s&s systems) \$	30.00
Additional Fee per Fixture \$	5.00

Gas Line Permits \$ 50.00

Permit for Heater, Ventilating, and Air Conditioning Installation Sliding Scale

Sprinkler Systems Sliding Scale

Blasting Permits \$ 200.00

Demolition Permits

Residential \$	125.00
Commercial \$	300.00

Municipal Searches Residential \$	75.00
Commercial \$	125.00

DESCRIPTION OF FEE AMOUNT

Temporary Sign Fee \$25.00

Gas & L.P. Installation Inspections

Residential \$	75.00
Commercial - Original Building \$	150.00
For Each Tenant \$	75.00

Commercial & Residential - \$10 for each appliance for over 5

CONSERVATION COMMISSION & WETLANDS

For Individual Lots & Residential Subdivisions

Application Filing Fee (and the First Lot) \$	500.00
Lot requiring a Wetlands Permit (per lot) \$	300.00
For Project Development Plan Approval \$	10000.0

Tennis \$	25.00	
Adult Aerobics \$	25.00	
Creative Children Center - per class \$		25.00
Basic Rescue & Water Safety - Resident \$		60.00
Non-Resident \$		70.00
Water Safety & Swimmers Aid - Resident \$		60.00
Non-Resident \$		70.00
Lifeguard Training - Resident \$	265.00	
Non-Resident \$	350.00	
CPR - Resident \$	60.00	
Non-Resident \$	70.00	
First Aid - Resident \$	60.00	
Non-Resident \$	70.00	
Swim Team \$	125.00	
Twirling \$	200.00 (per year)	
After School Program \$	25.00	
Boating - Per Hour \$	5.00	
Boating Lessons - 2 Week Session (3 sessions) \$		50.00
Skiing - Family - Resident \$	15.00	
Non-Resident \$	20.00	
Individual - Resident \$	10.00	
Non-Resident \$	15.00	
Youth Football Camp, Baseball Camp, Basketball Camp, Volleyball Camp, Tennis Camp, Soccer Camp, Softball, \$		25.00
Field Hockey, Wrestling	Full Session \$	25.00
	Half Sessio \$	15.00
Men's Basketball - Resident \$	25.00	
Non-Resident \$	25.00	
Men's Softball \$	1,500.00	
Women's Softball Summer \$	1,100.00	
Adult Bridge - Resident \$	10.00	
Non-Resident \$	15.00	
Ice Skating - Daytime Free		
Lights - Per Person - Resident \$		2.00
Non-Resident \$		4.00
Parties - daytime - Resident Free		
Non-Resident \$		2.00
Scolpino Park		
Fields (Upon availability) - Resident Free		
Non-Resident \$		150.00
Lights (3 Hours) - Resident \$	90.00	
Non-Resident \$	250.00	
Brewster LL & Women's Softball - per hour \$		30.00
Lakeview Manor		
Deposit to Hold Date (non-refundable) \$	100.00	
Resident \$	400.00	
Extra Hour - Resident \$	100.00	
Refundable Restoration Fee - held in the event of damage \$		250.00